

IA Command

HANDBOOK



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Global War on Terrorism

We hope for the future and emulate the World War II generation. We look to their courage, to their determination, and to their commitment. Today, our brave young men and women are doing just that. You see it in Iraq, you see it in Afghanistan, and you see it in other places around the world. I have visited them in the field and in the Fleet, and in our hospitals. And I can tell you that this generation of fighting women and men are up to the challenge. Their eyes sparkle. Their resolve is steel. They know there is no substitute for the power that comes from a vision of freedom.

– CNO Michael G Mullen

NOTE: While all content is current as of January 07, NKO is the official source of information and it is recommended that Commands stay up to date through NKO. This guide is designed to assist you, the IA's parent command, in supporting your Sailor during their TAD assignment.

In support of the Global War on Terrorism the Navy expects more Sailors on the ground in the Middle East. That includes mobilized reservists, augmentees and Navy units. The majority of IAs are receiving TAD orders to Central Command.

Most of these personnel are deploying and supporting ground forces in their traditional military specialties, or core competencies ashore, such as base and port operations support, medical services, explosive ordnance disposal teams, construction and engineer battalions (Seabees), electronic warfare, mobile security forces, infrastructure protection, and traditional joint intelligence and staff support.

While supporting the GWOT, at this time active component IAs continue to be attached to their "parent command". They are issued Temporary Additional Duty (TEMADD) Contingency Support Orders. In some cases, Sailors are volunteer or are selected for an IA assignment at or around the time of their projected rotation date (PRD). These Sailors may be issued Indeterminate Temporary Duty (ITDY) orders which will detach/transfer the member from their parent command. Mobilized reserve IAs are also detached from their respective Reserve Center for the entire period of mobilization.

Department of the Navy

Navy initiatives relating to the GWOT include:

- A study commissioned from the Naval Studies Board (an arm of the National Academy of Sciences) on the adequacy of the role of naval forces in the GWOT and options for enhancing that role.
- An announcement that it will take back five Cyclone (PC-1) patrol craft that it had loaned to the Coast Guard to help support Coast Guard port security operations.
- Assumption of command of a GWOT-related joint task force in the Horn of Africa, the detainee operation at Guantanamo, Cuba, and Fort Suse, a high-security prison in Iraq, and will take the lead in defending the Haditha Dam in Iraq.
- A GWOT mission module for the Littoral Combat Ship (LCS) is in development.
- Increasing the effectiveness of maritime interdiction operations by supporting intercept and boarding capabilities in every strike group.
- The National Maritime Intelligence Integration Center increases maritime domain awareness through improved integration with interagency and international partners.
- Establishment of riverine capability fills a critical gap and provides additional opportunities to enhance partner-nation capability.
- The establishment of the Marine Corps component of the Special Operations Command (MARSOC) to enhance interoperability and provides greater flexibility and increased capability to fight the war on terrorism.



Navy Expeditionary Combat Command

The Navy Expeditionary Combat Command (NECC), headquartered at Naval Amphibious Base Little Creek, VA, was established informally in October 2005 and formally on January 13, 2006 as part of the Navy's support of GWOT. NECC:

- Consolidates current missions and functions of the 1st Naval Construction Division, Naval Expeditionary Logistics Support Force and Maritime Force Protection Command. NECC and also serves as functional commander in control of manning, training, equipping and organizing forces that execute anti-terrorism force protection, shore-based logistical support and construction missions across the joint operational spectrum. Between 40,000 and 50,000 Sailors will join the command in phases over the next two years to ensure current operations are not disrupted.
- Oversees units ranging from bomb-disposal crews, expeditionary logistics specialists, mobile dive and salvage, the naval coastal warfare groups and the master-at-arms forces.
- Provides Sailors supporting the Army and Marine Corps in the Middle East with training for these non-traditional billet assignments.
- Oversees the Navy's riverine force, which consists of three squadrons of twelve boats each, with a total of about 700 active-duty and reserve sailors.

The force is intended to supplement the riverine capabilities of the SEALs and relieve Marines who have been conducting maritime security operations in ports and waterways in Iraq.

Expeditionary Combat Readiness Center

The Expeditionary Combat Readiness Center (ECRC), headquartered at Naval Amphibious Base Little Creek, VA, was established in 2006. The ECRC is a component of the NECC. The mission of ECRC is the deployment and support of all Navy individual augmentees. The ECRC:

- Provides information on services available for family.
- Is the primary stateside POC for all theater related family issues.
- Is the conduit for communications with NAVCENT for family issues.
- Moderates Navy Knowledge Online "Family Community of Practice" site.

Contact the ECRC at (877) 364-4302 or <http://www.ecrc.navy.mil>.

Acknowledgement of IA Service

Individual Augmentation duty is highly valued by the Navy. To acknowledge the rigors and demands of an IA assignment several new policies have been implemented:

- The Additional Qualification Designator (officers) and Naval Enlisted Classification job codes are entered in a Sailor's permanent, electronic record which automatically triggers two advancement points for junior Sailors. It also gives chiefs and officers immediate recognition by selection boards.
- Advancement exams for IA Sailors in combat zones should be given prior to going TAD.
- Individual augmentation pin or badge for personnel who complete an IA assignment is being considered.
- For tours of 365 days or longer, Sailors have CONUS coast preference for follow-on tours.



Detailing Process

OPNAVINST 1001.24, *Individual Augmentation (IA) Policy and Procedures*, 2005 outlines the detailing process for both active duty and the use of Reserves both with and without the existence of a Presidential Call-up Authority.

Combatant commands determine and validate billet requirements to support specific National Command Authority (NCA) mission taskings, and subsequently task the Service component commands to provide individuals to meet those requirements. If the Service component does not have sufficient personnel to meet requirements, the shortfalls are identified to the Service headquarters (Office of the Chief of Naval Operations (CNO) for Navy requirements), which initiates IA procedures described in OPNAVINST 1001.24.

Individual Augmentation Request Procedures

US Navy Component Commanders are expected to thoroughly review on-hand manpower for internal sourcing when tasked to support NCA-directed operations. If individuals cannot be identified internally, the commander may issue a request to OPNAV (N31) for individual augmentation. The augmentation request shall be submitted at the flag level.

Critical billets in support of contingency operations should be submitted as early as practicable. Whenever possible, requests shall be submitted six months in advance of the report date.

Billet information includes:

- Billet line number with billet title.
- Paygrade/designator or rate/Naval Officer Billet.
- Classification (NOBC) or Naval Enlisted Classification (NEC).
- Security clearance.
- Gender restrictions.
- Number of days required.
- Report date.
- Indicate specific by-name requests (name/rank/SSN, ADSW or PRC).
- Any special requirements (schools, skill sets, clothing, passports, visas, equipment, etc.).
- Location of anticipated TAD assignments.
- Current manning authorized (Billets Authorized (BA)/Navy Manning Plan (NMP)/Current On Board (COB)) for gaining command/activity.

Active Component Process to Source Billets

OPNAV (N12) will support the CINC's contingency mission; use volunteers (active or reserve) whenever available, and wherever possible, provide a minimum of sixty days advance notice to a non-volunteer individual augmentees. Use of non-volunteers has a negative impact on PERSTEMPO, morale, retention, and parent command readiness and is therefore to be avoided to the maximum extent possible.

Crisis response: OPNAV (N12) will fill billets as rapidly and efficiently as possible.

Non-crisis response: Circumstances permitting, a minimum of 60 days notice will be provided to the tasked Manning Control Authority (MCA) or MCA sub-claimant to fill the IA requirement.

The intent is to allow approximately 15 days for the command to identify the member, thereby providing the member a minimum of 45 days advance notice to prepare for deployment.



Recurring non-crisis response: OPNAV (N12) will fill validated recurring non-crisis IA requirements as follows:

- Report date minus 180 days - the Navy component submits billet requirements at least 6 months prior to the required report date, circumstances permitting.
- Report date minus 90 days - Assistance is solicited from active duty detailers. Detailers act as executive agents to fill certain recurring IA billets.
- Report date minus 60 days - If no volunteer is identified the process to identify a non-volunteer is initiated. Tasking a non-volunteer forces an active duty member to deploy in support of a contingency operation. The Resource Information System (RIS) is used to determine which MCA, or in certain situations an MCA sub-claimant, is best manned to provide the required IA. The best manned MCA or MCA subclaimant is then tasked to provide the required IA.
- If a tasked MCA or MCA sub-claimant desires to dispute the IA requirement, a reclama may be submitted to OPNAV (N31).

Note: The command tasked is considered best manned to provide, and the CINC's IA requirement must be filled by Navy assets. Even though a reclama is submitted, the tasked command must continue to prepare the designated individual for deployment until the reclama is resolved.

Reserve Component Process to Source Billets

The Director of Naval Reserve is the principal advisor to the CNO on all matters pertaining to the Naval Reserve Component except for extended recall or mobilization to active duty, which is under the purview of the Deputy Chief of Naval Operations (N1). OPNAV (N095) exercises policy, direction, control, administration and management of the Naval Reserve for the CNO. Additionally, OPNAV (N095) establishes plans, programs, units, organizations and procedures; monitors the status of mobilization readiness of units and personnel; and provides budgetary support for Naval Reserve activities and programs.

The following procedures apply when the President signs an Executive Order authorizing recall of Selected Reservists (SELRES). Requests for IA or unit forces from the Reserve Component are validated by OPNAV (N3/N5) and forwarded to OPNAV (N095) for execution.

- OPNAV (N095) assigns Commander, Naval Reserve Force (CNRF) as the execution authority for recall of Selected Reserve (SELRES) personnel and limited Individual Ready Reserve (IRR) personnel by letter, enclosing validation documentation from OPNAV (N31).
- OPNAV (N095) liaisons daily with CNRF (N32) to maintain the current status of billets. CNRF ensures that billets are advertised on the CNRF Internet homepage as well as by Naval Message to all Naval Reserve activities.
- OPNAV (N095) monitors validated billets to ensure the presidential authorized end strength limit is not exceeded. Additionally, OPNAV (N095) maintains liaison with offices concerned with the PRC process (PERS-92, OPNAV (N31), and OPNAV (N12), CINC manpower offices) to ensure timely resolution of difficulties in billet fills or IA procedures.



Command Responsibilities to the IA Sailor Checklist



Ensure Sailors from your command are properly prepared for, and supported during their IA TAD assignment. Provide adequate time to accomplish command and Sailor responsibilities. Command responsibilities include:

❑ Orders

Upon receipt of orders, review with the newly identified IA Sailor. Be sure the name and social security number match. Review orders for:

- Length of assignment.
- Pre-Deployment Checklist completed prior to arrival at NMPS.
- Mobilization site report date.
- What enroute training to be received, how long and where the training is provided.
- The ultimate duty station.
- Individually Billed Account (IBA) should be utilized for travel expenses (not including airfare). This is for personnel who will use their Government Travel Credit Card (GTCC). The use of the IBA to purchase airfare may impose unnecessary costs to the individual, and may cause delays in processing travel claims.
- Centrally Billed Account (CBA) statement: “Airfare should be billed to centrally billed account”. This allows travel arrangements to be made.

- Excess baggage statement “Sailor is authorized excess of four bags not to exceed 280 lbs”.
- If necessary, a Block 21 statement regarding weapons.
- Itinerary must state “from (your permanent duty station) to NMPS to (your TDY destination) to NMPS return to (your permanent duty station)”.

❑ Point of Contact

Parent commands and Navy Reserve Operational Support Centers (NOSC) must provide a command POC who is an E6 or above. The IA should have the command POC’s name, rate, phone number and email address. A command POC/sponsor will maintain contact with IA service member throughout the IA TAD assignment. Some commands have assigned “sponsor families” for local command personnel who have families who reside locally.

❑ Alternate IA

Identify an alternate IA in the event the primary IA is not able to deploy.



☐ **My Pay**

Ensure Sailor has pin to access his/her DFAS My Pay account.

☐ **Financial Counseling**

Conduct financial counseling with IA on pay and allowance while deployed. Stress the importance of a financial plan. Command Financial Specialist should assist.

☐ **Receiving Command**

Facilitate contact with the IA's receiving command, as necessary.

☐ **Transportation/Orders**

Parent commands make flight arrangements from home station to mobilization site.

NOTE: Mobilization site will make follow-on transportation arrangements.

☐ **Passports**

Assist service member to get a passport or visa, if necessary. Go to www.fcgi.pentagon.mil for the most current requirements.

☐ **Clothing/Personal Gear**

Inform Sailor that members will travel in appropriate civilian clothing. Each member needs at least two sets of civilian clothes while deployed. Until mission

specific uniforms are issued the uniform of the day is the service member's working uniform. No other uniforms are required.

NOTE: Unit organizational clothing such as flight suits, coveralls, green flight jackets are not authorized at Mobilization sites.

PT gear will be issued. Member should bring running shoes.

Members need to pack using only one standard Navy seabag with necessary clothing items (vice a complete seabag) and carry on bag. The seabag can weigh no more than 70 pounds of which approximately 15 pounds is uniforms. The carry on bag must meet normal FAA requirements and cannot exceed 25 pounds.

Ensure orders contain the statement "Excess baggage is authorized, up to 200 pounds."

☐ **Government Travel Card**

Government travel charge card must be opened/activated. For Sailors who are not qualified to receive a travel card ensure they receive advance per diem through their local PSD prior to departure.

Reserve personnel who do not have a travel card should coordinate advance per diem requirement through the NOSC.



Advanced per diem should be provided for 30 days at 80%. Inform Sailors receiving advanced per diem that funds are for lodging and meals only while in CONUS for pre-deployment training. Government quarters and messing may be available.

Discuss with service member how to submit travel claim requirements.

☐ **Security Clearance**

Prior to nominating a Sailor for an IA billet, ensure security requirements are met. Ensure the Sailor's orders are properly annotated with the member's current security clearance.

☐ **ID Card**

All Sailors report with a current access card (CAC) and associated PKI certificates. They must know their pin access for their CAC and should test it prior to departure from their parent command/NOSC.

☐ **Page 2**

Ensure page 2, Emergency Data Form is current and completed by your local PSD.

☐ **Service members' Group Life Insurance (SGLI)**

Ensure SGLI is updated by the local PSD or NOSC prior to departure.

☐ **Will/Power of Attorney**

Service members should be advised and referred to the local Navy Legal Services Office to update wills and execute any needed Powers of Attorney.

☐ **Family Care Plan**

Sailors should be advised to ensure their Family Care Plan (Form 1740/6) is current.

☐ **Service Obligation**

Ensure Sailor has sufficient obligated service to meet mission requirements—a minimum of 18 months from report date on the orders. If a member has insufficient obligated service, prepare NAVPERS 1070/601 or NAVPERS 1070/621 as appropriate.

☐ **Projected Rotation Date**

If necessary, parent command should initiate a PRD change request for Sailors assigned to IA billets, adjusting their PRD to one month after scheduled return from the IA mission. Reason for the PRD change should read "PRD change required to support the Navy's GWOT efforts as directed by higher authority."

☐ **Physical Fitness Standards**

Ensure Sailor is screened to ensure they have passed the last Navy PRT and are currently within BCA standards.



❑ **Pre-departure Training**

Courses are available on Navy Knowledge Online (NKO) on the Navy E-Learning page. Once authenticated into NEL, under the “Mandatory Training” section, click on the link titled “Individual Augmentee Prerequisite Training”

M16 Weapon Safety.

M9 Service Pistol Training.

ATFP Level 1 Awareness Training for Overseas Service Members (OCONUS).

FY 06 General Military Training Unit 2.2 Anger Management and Suicide Awareness.

FY 06 General Military Training Unit 3.2 Fraternalization and Sexual Harassment.

FY 06 General Military Training Unit 3.3 Sexual Assault.

FY 07 General Military Training Unit 1.3 Operations Security.

DOD Information Assurance Awareness.

Cold Weather Injuries.

Hot Weather Injuries.

❑ **Ombudsman**

Ensure Command Ombudsman has contact information for IA family members. (The Family Contact Information Form used by ECRC is included at the end of this handbook.) Prior to the Sailor’s departure, Command Ombudsman should contact IA family members

to ensure they are aware of ombudsman services and that IA family members have contact information for Command Ombudsman. Command Ombudsman should contact IA families monthly throughout the IA deployment. Ombudsmen should contact the command and ECRC if an IA family’s contact information changes during the deployment. Command Ombudsman should also be sure IA families are included on newsletter, email and telephone distribution lists.

❑ **Fleet and Family Support Center**

Provide IA family contact information to your local Fleet and Family Support Center to allow them to contact IA families with information about deployment, support and homecoming briefings and other information.

❑ **Family Readiness Group**

Command or Family Readiness Group representative should ensure IA Sailor family members are invited to participate in, and are provided contact information for, command Family Readiness Group.

❑ **Personnel Evaluations**

The assigned ISIC will administer all personnel evaluations. All Sailors should bring a copy of their latest eval. Ensure a transfer report is completed either by the parent command or assigned NOSC/ Reserve Unit.



Active duty Sailors' evals and fitreps will be completed as concurrent/regular reports for personnel under temporary active duty orders per BUPERSINST 1610.10 Series.

Reserve units should complete detachment of individual report on mobilized personnel. Assigned ISIC will subsequently assume the reporting seniors responsibility and prepare reports.

☐ **Medical/Dental/Personnel Records**

All Sailors will report to Mobilization site with medical/dental records and two battle records. Reserve Component Sailors should also report with original personnel record. Medical and dental records will accompany members on deployment.

☐ **Medical/Dental**

All personnel must be medically (to include dental) and psychologically fit for deployment. All medical and dental requirements must be completed at the service member's parent command or NOSC, when possible. This saves valuable time in processing the service member and gets them to their ultimate assignment sooner. Fitness specifically includes the ability to accomplish the tasks and duties unique to a particular operation and ability to tolerate the environmental and operational conditions of the deployed location.

Parent command or NOSC medical representative must conduct a thorough review of each member's dental and health records. The review should include a review of psychological history to ensure sound mental competency for the mission. This includes no behavioral incidents or anger management issues within the last three years. This process must begin early to ensure completion.

Conduct Pre and Post Deployment Health Assessment (DD Form 2796).

The following information must be documented in health and dental records of IAs:

- Blood type, RH factor, HIV and DNA.
- Current medications and allergies.
- Special duty qualifications.
- Annotation of corrective lens prescription.
- Summary sheet or current/past medical and surgical problems.
- Copy of Predeployment Health Assessment (DD 2795).
- Documentation of dental status Class I or II.
- Immunization Record.



Prescription Medications

Prescription medications should be documented on DD Form 2766. If unsure as to deployability while on certain medications, contact ISIC medical for clearance. Personnel who require medication should deploy with no less than a 180 day supply of their medication.

Female Sailor Health

Paps and mammograms are not required beyond periodic physical examinations, but are recommended. Document the date of the most recent Pap/mammogram and if results were normal or abnormal in health record.

Ask female members if there is any possibility of pregnancy and document in medical record. Liberal pregnancy testing is encouraged to ensure female members are not pregnant in view of immunization requirements. This is automatically performed at NMPS.

Eye Exams

Eyewear prescription must be within the past two years to be current and a copy must be entered in the medical record. Civilian prescriptions are accepted. Sailors will deploy with two pairs of military eyeglasses and gas mask inserts (M40 and UVEX). Personnel will not deploy with contact lenses unless written authorization is provided by their unit CO and placed in the deployment medical record.

Eye glass inserts (for goggles) will be made for all individuals going into theater.

Medical Equipment

Personnel who require medical equipment such as corrective eye wear, hearing aids and orthodontic equipment must deploy with all required items in their possession to include two pairs of eye glasses, protective masks eyeglass inserts and hearing aid batteries. Some mission specific assignments do not allow hearing aids.

Hearing Exams

Audio Baseline (DD-2215) must be included in the service member's medical record.

Immunizations

Specific medical/vaccination requirements vary depending upon where a Sailor is deploying. The following provides specific information for USCENTCOM:

- Hepatitis A vaccine series.
- Hepatitis B vaccine series.
- Influenza – current annual vaccine.
- Meningococcal (quadrivalent) vaccine within five years for countries where risk is elevated including Egypt, Sudan, Ethiopia, Eritrea, Djibouti, Somalia and Kenya.



- Tetanus-Diphtheria within ten years.
- Typhoid current per package insert.
- Yellow fever vaccine last dose within ten years.
- Pneumococcal vaccine for personnel who do not have a spleen.
- Smallpox per latest DOD guidance. (See ECRC IA Checklist.)
- PPD skin tests within 12 months of deployment. PPD converters must have annual TB screen.

Component commands report immunization data through SAMS.

Immunization Exceptions

1. If unavoidable circumstances preclude administration of all immunizations in a series, at least the first in the series must be administered prior to deployment with arrangements made for subsequent immunizations to be given in theatre, if possible.
2. Deployers having a household member with contraindications for the smallpox vaccination may be allowed to deploy unvaccinated for smallpox and will be vaccinated at the deployed location.

Malaria Prophylaxis

Malaria is endemic year round in Djibouti, Eritrea, Ethiopia, Kenya, Somalia and Sudan. A significant proportion of malaria disease in all countries is due to chloroquine resistant plasmodium falciparum. Personnel deploying to these areas take mefloquine weekly beginning two weeks prior to departure and continuing for four weeks after return or doxycycline once daily beginning two days prior to departure and continuing for 28 days after return. Inform personnel that missing only one dose of medication will put them at risk for malaria.

□ Deployment Brief

Direct service member and their family to attend IA deployment brief as available through Fleet and Family Support Center.

□ IA Handbook

Ensure IA Sailor/Family has a copy or access to the *IA Sailor Handbook* and *IA Family Handbook* available at www.ffsp.navy.mil.

□ Mandatory Checklist

The Expeditionary Combat Readiness Center requires all active duty and mobilized reservists to complete a deployment readiness checklist available at the Navy Knowledge Online web portal. The checklist is to be reviewed and completed by the IA Sailor and his/her parent command or NOSC upon receipt



of IA TEMADD, ITDY or Mobilization orders. Parent command/NOSC is to report completion via e-mail to ECRC (ECRC.HQ.FCT@navy.mil) as soon as possible, but no later than 14 days before IA Sailor reports to his or her initial duty station. It is not necessary to send the completed checklist itself. The report of completion should include the IA Sailor's rate/rank, full name, last 4 of SSN, and RTN number stated on orders (i.e. NE-xxxx-xxx), and date the Sailor is scheduled to report to the NMPS or his/her first duty station.

❑ **Additional Requirements for Activated Reservists**

Activated Reserve Sailors will bring the following documents to support and verify service record and/or DEERS, as applicable impacting active duty gain processing at PSD:

- Certificate of Discharge/Separation (DD 214) of all former periods of active duty.
- Birth, adoption or guardianship certificates for all dependents.
- Copies of all current child support agreements.
- Social security numbers for self and dependents.
- Certified copy of marriage certificate of present marriage.
- Certified copies of documentation terminating and previous marriage such as a divorce certificate, annulment decree or spouse death certificate.

❑ **Injury or Death**

The Casualty Assistance Calls Officer (CACO) will handle contacting the Primary Next of Kin (PNOK). If your command is large enough, you have someone assigned to this position. If you do not, there is a regional CACO who will notify the Primary Next of Kin.

Should IA be injured or killed during the TAD assignment, parent command should:

- Communicate through the CACO.
- Make personal or telephone contact to Sailor's immediate family members if desired by PNOK.
- Return any personal effects remaining at the command.
- Inform the Command Ombudsman and Family Readiness Group and mobilize to support affected family member as needed.
- Send command representatives to memorial and internment as appropriate.



❑ Reintegration

Upon IA Sailor's return:

- Require completion of Post Deployment Health Assessment. All assessments, debriefs, equipment and clothing must be turned in before any leave is granted.
- Allow appropriate leave to facilitate reintegration. Note: Reserve IA's automatically go on six month authorized absence.
- Continue with 30, 60, 90, 180 day assessments as many IA's may experience symptoms much later after returning home.
- Follow up with Sailor and family after six months.
- Recognize Sailor's accomplishments during IA TAD. For example, some commands have used their annual command advancement program quotas to recognize the importance of IA assignments.



Sailor/Family Readiness During IA Assignment

Sailors on IA assignment are still part of your command. There are a number of ways you can maintain the connection between IA Sailors, their families and the command.

Support Sailors:

- Assign a command POC and instruct that person/s to maintain at least monthly contact with IA Sailors via telephone or Internet. Instruct IA POC/s to inform the CO or designated command POC of any concerns expressed by IA Sailors.
- Periodically acknowledge those serving in IA assignments in the command POD.
- Periodically make a telephone call or send a letter or email from the Commanding Officer, Executive Officer or Command Master Chief to the IA Sailor and/or their family.

Support IA families:

- Instruct your Command Ombudsman to maintain at least monthly contact with IA families via telephone, Internet or in-person. Ask ombudsman to inform the CO or designated command POC of any concerns expressed by IA families.
- Maintain IA families on any command correspondence such as newsletters, telephone trees, social rosters, etc.
- Link IA families to the Expeditionary Combat Readiness Center. The web site address is <http://www.ecrc.navy.mil>. The email address is ecrc.fs.fct@navy.mil. The toll free telephone number (877) 364-4302.
- Ask the Fleet and Family Support Center or Chaplain to provide information on recognizing PTSD.
- Inform IA families about the existence of a command family readiness group and/or installation IA specific family support groups and encourage participation.



Best Practices

Some examples of ways commands are supporting IA Sailors and their families:

- USS SAN FRANCISCO utilized an annual command advancement program quota to promote a Sailor who is on a one year IA assignment in Afghanistan.
- COMVAQWINGPAC has directed use of the Counseling, Advocacy and Prevention Services (CAPS) which is the clinical part of the Fleet and Family Support Center. CAPS have a combat stress program that is preventative in nature and families are encouraged to attend.
- VAW-113 assigns a “sponsor family” to maintain constant contact and support for family members of their Sailors who deploy as an IA.
- COMPATRECONWING 2 has a variety of support strategies in place. They:
 - Maintain command contact with Sailors and their families in each step of the IA process. The Commodore sends a letter to each spouse/parent explaining the nature of IA duty. A letter is sent to spouse/parents upon notification of IA selection, followed by a personal email or phone call from the Commanding Officer once the member is in theater.
 - The wing has established an “IA SME” – a Chief who recently returned from an IA assignment to IRAQ. The Chief is the central POC for those assigned to an IA assignment.
 - A chart/map displays by name where wing and squadron IAs are deployed.
 - Boxes for each deployed IA Sailor are placed on the quarter-deck to allow shipmates to contribute to care packages.
- USS BENFOLD recognizes Sailors at All Hands CO’s Call prior to service.
- USS HOPPER added an informative brief on IA duty to their ship’s newsletter to aid families in understanding what they can expect.



Command Responsibility

Many commands have successfully put a process in place to ensure Sailors, and their families, selected for an IA assignment are properly prepared for and fully supported during and reintegrated upon completion of their IA assignment. Commands may choose to:

1. Appoint a Command IA Coordinator
 - Chief or above.
 - Designated in writing.
2. Report Command IA Coordinator contact information to ECRC.
3. Conduct a monthly review of Command IA Coordinator Activities.
 - Verify command compliance with IA support requirements.
 - Review the status of each IA Sailor and their family support.
4. Conduct annual IA Assignment GMT (presented by Command IA Coordinator).

Command IA Coordinator

The Command IA Coordinator is responsible for all preparation, questions, concerns, and assistance necessary to support completion of a successful IA assignment. The Command IA Coordinator reports directly to the Commanding Officer and works closely with the Expeditionary Combat Readiness Center (ECRC) to ensure the IA Sailors are properly supported from notification to reintegration.

In addition to interaction with command, ECRC and the IA Sailor, the Command IA Coordinator will (often with the assistance of the Command Ombudsman) also need to engage family members.

The Command IA Coordinator is responsible for ensuring the command remembers each deployed IA Sailor is still a member of the command and has taken on one of the Navy's most challenging tasks in direct support of GWOT.

Specific Command IA Coordinator Responsibilities

Notification

Upon notification of IA assignment selection, the Command IA Coordinator will:

- Meet with selected IA Sailor for introduction and review of IA pre-deployment information and IA Sailor Handbook.
- Instruct member to start the ECRC IA checklist and set prospective date for completion.
- Identify and notify an alternate Sailor for IA assignment in the event the primary is not deployable for any reason.
- Update Command IA Coordinator virtual binder to document notification.

Review of Orders

Upon receipt of orders the Command IA Coordinator will:

- Read orders completely with IA Sailor with specific emphasis on:
 - Name and SSN accuracy.
 - Length of service obligation required.
 - Report date.
 - Training itinerary.
 - Ultimate IA assignment location.
- Update Command IA Coordinator Virtual Binder to document orders received and reviewed.

Pre-Deployment Preparation

The ECRC IA Checklist available on Navy Knowledge Online (NKO), is the primary element of pre-deployment preparation.

The Command IA Coordinator will guide the IA Sailor through checklist completion and monitor readiness until departure. This includes:

- Advising command of checklist status - specifically any non-deployable issues.
- Obtaining pre-deployment photo.
- Arranging transportation through SATO to first IA assignment stop and advising receiving command of flight information.
- Reviewing, with IA Sailor, order specific arrival and lodging directions.
- Providing the IA Sailor's family with the *IA Family Handbook* and Command Ombudsman / IA Coordinator contact information.
- Submitting POD/POW note announcing scheduled departure and IA assignment.
- Updating Command IA Coordinator virtual Binder to document deployment readiness.

Deployment Monitoring

While critical to prepare the IA Sailor and family for a successful deployment, the Command IA Coordinator's role continues throughout the IA Sailor's deployment. Once an IA Sailor departs command, the IA Coordinator:

- Announces departure & IA assignment via
 - POD/POW note.
 - Command/Ombudsman Newsletter.
- Maintains and records contact
 - Monthly with the IA Sailor.
 - As desired by family.
- Logs periodic telephone calls, letters or email from the CO, XO or CMC to the IA Sailor and/or their family.
- Collects and mails a mid-deployment care package from command.
- Announces IA Sailor's pending return (redeployment) to command.

Reintegration

Reintegration starts thirty days prior to the IA Sailors return to command. To support a positive return, the Command IA Coordinator:

- Inquires about IA Sailor's leave request.
- Identifies IA assignment awards earned.
- Orders advancement exam, as applicable.
- Verifies personnel evaluation submitted.
- Verifies proposed return date.
- Prepares CO's LOA for IA Sailor family.
- Identifies arrival transportation assistance if needed.
- Organizes command recognition.
- Announces redeployment to command.
- Schedules welcome back meeting with CO, XO and CMC (redeployment check-in).
- Researches local military/civilian GWOT recognition ceremonies.
- Follows up with IA Sailor at 30, 60, 90, 180 days.
- Updates Command IA Coordinator virtual Binder to document reintegration.

Pay and Personnel Support

IA Sailors assigned to a combat zone are supported by the Center of Excellence (COE) for pay and personnel. Sailors with an IA assignment to other than a combat zone are supported by the pay and personnel office that services the IA assigned command.

To access COE support contact:

ECRC

1-877-364-4302

www.ecrc.navy.mil

Navy Central (NAVCENT) Command Detachment (DET) Admin Personnel

Kuwait

navcentdetkuwait@salem.af.mil

DSN 318-442-2868

Iraq

navcentdetiraq@iraq.centcom.mil

DSN 318-822-2048

Qatar

auabcaocnale@auab.centaf.af.mil

DSN 315-436-9040

Afghanistan

navcentdetafghan@swa.army.mil

DSN 318-231-5538/9

Horn of Africa

hammrw@hoa.centcom.mil

DSN 318-436-3310

Bahrain

m-ba-cusnc-augcell@mc.navy.mil

COE service is initiated via a web based ticket system to which ECRC and NAVCENT DET Admin Personnel have access.

Government Travel Charge Card

The government travel charge card (GTCC) is directed for use in execution of IA orders. The responsible command Agency Program Coordinator (APC) in Charge of IA Sailor GTCC accounts must be advised:

- IA Sailors are eligible for Mission Critical status identification.
- Mission Critical status can only be applied between the 31st and 60th day of account delinquency.
- Mission Critical status benefits IA Sailors
 - No delinquency notices mailed for up to 120 days.
 - Late fees reimbursable (\$29 monthly flat rate).
 - GTCC not suspended or cancelled, due to delinquency, up to 120 days.

Advance Per Diem

If an IA Sailor could not be issued a GTCC prior to departure, advance per diem for lodging and meals at NMPS location is payable for the period of processing. Usually five to seven days at the rate of 80 percent.

Any requirements for advance per diem (for non GTCC account holders only) will be processed as needed with the assistance of ECRC.

For IA Sailors reporting directly to a training site, no advance is required as meals and lodging are provided.

Entitlements

Most IA assignment related entitlements start as a result of the IA Sailors in-processing and include:

- Hostile Fire Pay/Imminent Danger Pay
 - \$225 per month.
 - Entire month credit with one day in zone.
 - Stops month after zone departure.
- Combat Zone Tax Exclusion
 - Complete tax free pay Enlisted/Warrants.
 - Officers up to allowable limit (by year).
 - Stops month after zone departure.
- Social Security and Medicare still collected.
- Enlisted bonuses and subsequent installments tax free.
- Officer bonuses and subsequent installments tax free to limit.
- Entire month credit with one day in zone.
- Hardship Duty Pay (Save Pay)
 - \$100/month.
 - Iraq, Afghanistan, Kuwait, HOA eligible.
 - Bahrain NOT eligible.
 - Stops day of eligible zone departure.
- Incidental Expense (IE) per diem
 - Paid while lodging and meals provided.

(CONUS)	\$3.00 a day
(OCONUS)	\$3.50 a day
 - Monthly travel claim required for payment.
 - In addition to full Basic Allowance for Subsistence (BAS).
- Family Separation Allowance (FSH)
 - \$250 per month.
 - Retroactive entitlement payable after 31st day of separation from eligible dependents.
 - Stops day of return to geographic location of eligible dependent.
 - DD 1561 with member's signature required for payment.

All of these entitlements are guaranteed to start for eligible personnel no later than post 30 days “boots on ground” retroactive to the first day of eligibility.

Pay Changes to Monitor

There are some pays active duty IAs and their Command IA Coordinators need to be aware of to avoid over or under payment during an IA assignment:

- Sea Pay
 - Not eligible after 31st day of IA assignment.
 - Sea counter stopped with the stop of sea pay.
 - Special detailing considered for credit of IA assignment.
- Meal Deduction
 - No meal deduction for entire IA assignment.
- Special Duty Assignment Pay (SDAP)
 - Eligibility can continue up to the first 90 days of IA assignment.
 - If command transfers special duty assignment to another qualified command member, SDAP can be stopped the first day of IA assignment.

Tax Free Savings Incentive

The tax free savings advantage can be significant during an IA assignment. For example:

- Thrift Savings Plan (TSP) Tax Exempt contributions maximum in 2007 is \$45,000
- Savings Deposit Program (SDP)
 - Guaranteed interest rate of 10% annually compounded quarterly on maximum \$10,000.
 - Iraq, Afghanistan, Kuwait, Bahrain and HOA are SDP qualifying designated areas.
 - Deposits made post 30 days boots on ground.
 - Deposits made cash, check, money order or allotment.
 - Deposits limited to disposable income.
 - Deposits withdrawn within 90 days of departure eligible area stops earning interest.
 - Emergency withdrawals can be authorized by Commanding Officer.
 - Interest earned on tax free SDP contributions made is taxable.

Contact ECRC for more specific counseling/information on any pay or entitlement question.

Travel Claim

Travel claims must be filed with the assistance of ECRC or NAVCENT DET Admin Personnel for Sailors in combat zones.

Travel claims are submitted for expenses related to and authorized by IA orders as

- Initial – parent command or home to training.
- Incidental expense (IE) – monthly “field per diem”.
- Final
 - Redeployment to parent command or home.
 - IA Sailor submits directly to ECRC.

Anticipate claims to be processed within 25 days of receipt.

Note: For IAs NOT ultimately assigned to a combat zone, submit all travel claims to personnel office that services your IA assigned command.

Travel Claim Tips

Be advised for ALL travel claim processing:

- Receipts required for all transportation and lodging.
 - If receipt not available other proof of purchase can be submitted such as a credit card receipt.

- Government meal and lodging rate paid unless orders specifically endorsed not available.
- Transportation and lodging reservations must be secured through NAVY SATO to ensure full reimbursement.
- Passport fees not reimbursable unless authorized by orders.
- ATM fees are not reimbursable for times when transportation and lodging are not being claimed.
- Government credit card late and expedite fees are reimbursable items.
- If travel claim is under or over paid a supplemental claim must be submitted to initiate corrective action.

Household Goods Storage

Household Goods Storage at government expense/reimbursement for the period of IA assignment is not authorized unless specifically stated in the IA orders. Storage in connection with an IA assignment is considered non-temporary storage.

- Member’s entitled to BAH with dependents are not entitled to non-temporary storage.
- Non-temporary storage can be authorized to a member without dependents - at the LOSS of entitlement to BAH single.

Contact ECRC for clarification, further guidance or to request authorization for non-temporary storage in connection with an IA assignment.

Vehicle storage is at member's own discretion and expense except on a case by case basis for mobilized reservist not receiving any BAH (single or dependent) or active duty issued ITDY orders.

- Personnel evaluations (latest 3 year period).
- * FSA Form / Exam Worksheet (as applicable).

Active duty FSRs are returned to parent command servicing personnel office via certified mail.

Field Service Record

- Mobilized Reserve Field Service Records (FSR) are maintained by Center of Excellence (COE) for the duration of IA assignment. The FSR is received by COE following loss from NMPS and forwarded upon receipt of demobilization orders.
- Active Duty FSRs will be retained by parent command servicing personnel office for the duration of the IA assignment. Two Battle Records are created by IA Sailors parent command – one to be carried by the IA and the other to be forwarded to COE. The Battle Record contains:
 - Contingency Support TEMADD Orders.
 - Current contract with any extensions.
 - PG2/SGLI.
 - PG4s (qualifications, awards and ASVAB score).

Advancement

In accordance with NAVADMIN 290/06 IA Sailors assigned to Iraq, Afghanistan or the Horn of Africa WILL NOT participate in the regular advancement examination cycle while “boots on ground”.

Testing of eligible candidates will occur

- Before departure from parent command or reserve center.

OR

- Post redeployment (with retroactive credit to first eligible cycle). However, this policy is being reconsidered.

Note: An additional two points will be credited to the final multiple score of Sailors who complete an IA assignment.

Training

Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit.

– Aristotle

Sailors are thoroughly prepared to support their IA billet. Required training for IA Sailors is provided:

- Prior to departure from the parent command via Navy Knowledge Online.
- At the Navy Mobilization Processing Site.
- At Combat Skills and job specific training courses.
- In-theatre.

Predeparture Training

Sailors should complete the required electronic predeparture training before departing their parent command. Prerequisite training requirements are listed on page 14 of this guide and on Navy Knowledge Online.



Navy Mobilization Processing Site

Sailors are processed through one of four Navy Mobilization Processing Sites before going to additional training and their ultimate duty station. Sites are located at NAVBASE Norfolk (757-438-3375), NAVBASE San Diego (619-887-8080), NCBC Port Hueneme (805-982-2007), and NCBC Gulfport (228-871-3199).

The mobilization site instructs Sailors to:

- Bring medical and dental records.
- Bring medications (180 day supply) and copy of prescription.
- Bring a government travel credit card and enough cash for two days berthing and meals (approximately \$150.00-200.00).
- Review list of documentation required on the orders. Make sure to bring all listed items.
- Report to the mobilization site in an appropriate military uniform. Reporting in civilian clothes (including PT gear) is unauthorized.
- Bring proof of city/state residence.
- Read mission-specific Letter of Instruction.

At processing site, Sailors undergo approximately five days of pre-deployment/mobilization processing and screening including ensuring any pre-departure training has been completed, followed by travel to Fort Jackson or other Army unit where they receive gear and uniforms, combat skills and additional specialized training to prepare for assignment in theater.

Combat Skills Training

IAs are assigned to specific Army units and go through a 14 day pre-deployment training course. Most attend this training at Fort Jackson, South Carolina. This Navy Individual Augmentee Combat Training curriculum was developed in coordination with the Army. Theater or mission specific training, which IAs may require is determined by the combatant commander and the IAs receive it prior to deployment. Approximately 360 IAs per month are trained at Fort Jackson. Sailors who fill joint force and staff theater requirements are trained at other Army Training and Doctrine Command sites around the country. The length of the combat skills training depends on the type of mission being filled.

Combat Skills Training Schedule

	Week 1	Week 2
Sunday	Arrival	PT Crew Serve Weapons – Live M-16 Qualification Convoy classroom IED classroom
Monday	PT Gear Issue Weapons Issue and Immersion Army Values Basic Rifle Marksmanship NBC classroom Hot/Cold Weather Casualty	PT Urban Ops & Entry Control Point Convoy/IED practical
Tuesday	PT EST/FATS (simulator) Crew Serve Weapons	PT Situational Training Exercise Forward Operating Base Entry Control Point Combined Training (land navigation, communication, first aid) STX After Action Report (AAR/debrief)

	Week 1	Week 2
Wednesday	PT M-16 Zero Qualification 9MM Qualification Quick / Reactive Fire – Dry M-16 Pre Qualification	PT STX II Urban Ops II Convoy Ops II STX AAR
Thursday	PT M-16 Qualification Shoot Quick Fire – Live NBC Fire Night Fire	PT FTX Recovery (field day) Rules of force (deadly) ROE Code of Conduct Law of Land Personnel Recovery SAEDA/OPSEC UCMJ Geneva Convention Arab Culture Awareness
Friday	PT First Aid Land Navigation classroom (grid) Communications Weapon Ind Mvmt Technique (IMT) IMT in pairs (BIMT)	Mission After Action Report (Debrief)
Saturday	PT First Aid Land Navigation practical NBC practical Communications IMT Grenade	

Combat Stress/Operational Stress

Combat and operational stress is the mental, emotional, or physical tension, strain or distress resulting from exposure to combat and/or operation related conditions. Combat stress is any stress that occurs during the course of combat-related duties, whether due to enemy action or other sources. Stressors may include:

- Unit leaders.
- Mission demands.
- Member's home life.
- Environment.
- Death of unit members or others.

Combat and operational stress are not medical or psychiatric illnesses. In fact service members on the home front who work in support of GWOT may face operational stress.

Positive combat stress behaviors are adaptive responses to combat and promote unit cohesion. Examples of positive responses include:

- Strength and endurance.
- Increased tolerance to hardship, discomfort and pain.
- Loyalty to buddies, leaders, and unit.
- Courage and heroic acts.

Stress Injuries

Stress injuries occur when an individual is under too much stress. How much stress is too much stress varies by individuals. There are some simple, basic factors that can improve an individual's ability to deal with combat and operational stress. These protective factors include:

- Eating nutritious meals.
- Getting enough sleep.
- Exercising.
- Having positive, supportive relationships.
- Having a meaningful belief system.

Individuals are subject to three types of stress injuries:

- Trauma.
- Fatigue.
- Grief.

Trauma injuries are impact injuries caused by events involving terror, horror or helplessness.

Fatigue injuries are wear and tear injuries due to the accumulation of stress over time.

Grief is a loss injury due to the death, injury or transfer of people who the service member cares about.

Stress Injury Damages

Stress injuries create damage just as do physical injuries.

Biologic changes to the brain include:

- Messenger chemicals get depleted.
- Set points in control systems get shifted.
- Excessive and persistent “fear conditioning”.
- Physical damage to control centers in the brain.

Mental changes include:

- Important beliefs are damaged.
- Self-worth and self-confidence are shaken.
- Important attachments to others are lost.
- Ability to make sense of memories is damaged.

Spirit and relationship changes include:

- Life doesn’t make sense like it once did.
- Ability to forgive and feel forgiven is damaged.
- It may be difficult to trust in others.

Prior to returning from deployment service members participate in a Warrior Transition or Return and Reunion brief and Post Deployment Health Assessment that may identify the need for ongoing support.

Recognize Stress Injuries in Returning IAs

Combat stress is generally dealt with in theatre, but residual effects of stress may not appear until weeks or months after an IA Sailor’s return from combat. It’s important for the command’s IA Coordinator to maintain frequent contact with returning IA Sailors, to ensure IA Sailors complete all required post deployment health assessments and to encourage IA Sailors to seek assistance for a stress injury just as they would a physical injury. In addition, family members of IA Sailors should be made aware of resources available to treat stress injuries as they may be the first to recognize their loved one is in need of assistance. They may also suffer from secondary stress by trying to support a loved one.

Some of the many possible indicators of stress injuries include:

- Sleep disturbances - inability to go to sleep, stay asleep or sleeping too much.
- Nightmares.
- Flashbacks.
- Inability to connect socially.
- Avoiding situations that remind the IA of a traumatic event including crowds and loud noises.
- “Self-medicating” with alcohol or drugs.
- Angry outbursts.
- Tearfulness.
- Sadness.

- Withdrawal.
- Poor work performance.

Commands should not try to discriminate real stress injury from malingering. Refer to medical for an assessment.

Suicide Risks

Some behaviors and symptoms are not only signs of stress, but can also signal potential suicide risks. Sailors must be ever vigilant for the signs and signals of a potential threat of suicide given by their fellow Sailors.

Individuals contemplating suicide:

- Believe they are in a hopeless situation.
- Appear depressed, sad, and tearful; may have changes in patterns of sleep and/or appetite.
- May talk about or actually threaten suicide, or may talk about death and dying in a way that strikes the listener as odd.
- May show changes in behavior, appearance, or mood.
- May increase or start drug or alcohol use.
- May injure self or engage in risky behavior.
- Abandon planning for the future.
- May start withdrawing from others, including family and close friends.

- May give away possessions.
- May appear apathetic, unmotivated, and indifferent.

Co-workers may be the first to identify suicidal behaviors. All Sailors should be taught to follow the acronym AID LIFE:

- A– Ask: “Are you thinking about hurting yourself?”
- I– Intervene immediately.
- D– Do not keep a secret concerning a person at risk.
- L– Locate help (Chief, DIV-O, chaplain, corpsman, doctor, nurse, friend, family, crisis line, hospital emergency room).
- I– Inform your chain of command of the situation.
- F– Find someone to stay with the person. Do not leave the person alone.
- E– Expedite! Get help immediately. A suicidal person needs the immediate attention of helpers.

When to Refer

Specialized training is not required to recognize severe stress. Division chiefs and officers can determine if an individual is not performing duties, not taking care of him/herself, behaving in an unusual fashion, or acting out of character. If the symptoms endanger the individual, others or the mission, or if they do not improve within a day or two, or seem to worsen, get the individual to talk with the chaplain or medical officer or a Fleet and Family Support Center counselor.

Resources

A number of resources are available to assist service members and their families struggling with adapting after an IA assignment.

Medical

Medical personnel at your command can make referrals to the nearest military treatment facility for a mental health assessment and counseling.

Military One Source

Military One Source has licensed mental health care providers available by phone 24 hours a day. Call 1-300-342-9647 or go to www.militaryonesource.com.

Chaplain

If you have a chaplain attached to your command they may be able to assist. If additional help is needed chaplains are familiar with military and civilian resources.

Department of Veterans Affairs National Center for PTSD

The VA provides a wide range of services to service members and their families. They are experts in the field of PTSD. For more information or to locate a local VA office go to <http://www.ncptsd.va.gov/>.

Fleet and Family Support Centers

Fleet and Family Support Centers have licensed mental health care providers on staff who can do mental health assessments, provide treatment and make referrals for additional assistance as needed. Go to www.ffsp.navy.mil to locate your nearest FFSC.

A good plan, violently executed now, is better than a perfect plan next week.

– George S. Patton

Family Contact Information Form

Spouse Name: _____	NOK Name: _____
Address: _____ _____	Address: _____ _____
City: _____	City: _____
State: _____	State: _____
Zip: _____	Zip: _____
Phone: _____	Phone: _____
Cell Phone: _____	Cell Phone: _____
Email: _____	Email: _____
Children: _____	Relationship: _____

Does your spouse wish to be contacted monthly? Is there anyone else you would like for us to contact? Yes, (same info as above) _____

Do you plan to move your family during your IA deployment? _____
Yes, (same info above) If you don't know where yet, please don't forget to contact your local Ombudsman and ECRC(via Website address)when you have that information.

Is this your first deployment? _____

Do you have an Exceptional Family Member (EFM)? _____

If your spouse/family has to evacuate his/her residence, what would be an address, POC and phone number where your family would evacuate to?

Have you received a Fleet and Family Support Center Pre-Deployment Brief?
